

MEMORANDUM

9/15/2014

TO: Jennifer Hughes, Director, Office of Management and Budget
FROM: CountyStat
SUBJECT: OMB Performance Review

The following items were identified for follow-up during the 9/10/2014 CountyStat Meeting and the Discussion held with the OMB Director and managers on 9/12/2014:

1. OMB will meet with all departments that rated them with an overall score below 3.0 to better understand where the dissatisfaction lies and how to address concerns
Responsible parties: OMB
Other parties: none
Deadline: 12/31/2014
2. OMB will develop a supporting measure to track the number of trainings on OMB systems and procedures that it offers County departments and agencies
Responsible parties: OMB
Other parties: CountyStat
Deadline: 12/31/2014
3. OMB will continue to enhance the CIP budget submission process to make it easier and more efficient for departments
Responsible parties: OMB
Other parties: none
Deadline: 12/31/2014
4. OMB will create a "success log" to capture and track the entire scope of their staff's work, which can integrate with individual performance reviews and perhaps lead to additional performance measures
Responsible parties: OMB
Other parties: none
Deadline: 12/31/2014
5. Create a "Master Fiscal Calendar" to document and align all budget-related and administrative deadlines relating to OMB, FIN, DTS, OHR, DGS-Procurement and other stakeholders in the budget process
Responsible parties: CountyStat
Other parties: OMB
Deadline: 12/31/2014
6. Establish individual SLAs for each document type that OMB processes (see slide 29)
Responsible parties: OMB
Other parties: CountyStat
Deadline: 12/31/2014
7. Develop an indicator around recommended vs. approved positions
Responsible parties: CountyStat
Other parties: OMB
Deadline: 12/31/2014
8. Develop an OMB Supporting Measure around staff turnover
Responsible parties: CountyStat
Other parties: OMB
Deadline: 12/31/2014

cc: Timothy Firestine, Chief Administrative
Fariba Kassiri, Assistant Chief Administrative Officer